

OCA FILE

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86-0754

12 March 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert W. Magee
Director of Personnel

SUBJECT: Weekly Report

25X1 * 1. A special meeting was arranged this past week to discuss minority recruitment with Councilman Richard Alatorre, who represents the 14th District of Los Angeles. The Director of Personnel emphasized in his discussion the importance of the Agency's minority recruitment effort in general and the Hispanic program in particular. After much dialogue and a visit to our [] Headquarters facilities, we were able to remove his initial suspicions, and he offered his assistance in our ongoing minority recruitment effort. The Councilman's initial suspicions, however, do highlight and bring vividly into focus the task we face in reaching and educating the minority population in the U.S. []

25X1 * 2. As part of the preparation for internally administering a retirement system for all Agency employees, an OP/Retirement Division representative visited the National Personnel Records Center (NPRC) in St. Louis, Missouri. The NPRC is primarily responsible for the maintenance and retention of current and former military and Federal civilian employee records. Our representative was well received at the Center and was provided a tour as well as a briefing of the policy and procedures used by the center. In addition, important contacts within NPRC have been developed to assist us in administering our own retirement program. []

25X1 * 3. The [] Agency has provided three ^{STAT} proposed advertisements directed specifically at the legal, teaching and military professions. The ads are designed primarily to reach potential candidates for the DO direct hire program; but, hopefully, there will be considerable fall-out for the Career Training Program as well. The ads are well-written, and the first newspaper ad will appear in The Washington Post on 16 March. Ads also will be placed in professional journals as soon as publishing deadlines permit. []

SUBJECT: Weekly Report

4. This past week the Washington Clerical Office conducted a hotel presentation at Fredricksburg, Va., where a total of 110 applicants were tested for employment. It was a very successful visit, with 74 qualifying on the Short Employment Test. [redacted]

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5. The recent addition of an extended dependent health insurance plan for children of Agency employees enrolled in the Association Benefit Plan (ABP) has been well received. Currently 54 children have been enrolled, and 32 additional applications have been mailed to interested parties. We anticipate this enrollment will be increased further during a special enrollment period between 1 April and 15 May, during which time children who became age 22 between 1 January 1984 and 30 September 1985 may also apply. [redacted]

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6. With the lowering of interest rates on fixed-rate mortgages, the Office of Personnel has experienced a three-fold increase in the number of employment and salary verification requests received from mortgage lenders. For the second consecutive week, more than 100 such requests were received and processed. [redacted]

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7. The introductory running of an Office of Personnel training seminar for Personnel Officers entitled, "Managerial Planning - Tools for the Personnel Profession," was conducted on 4 and 5 March 1986. "Bravo" was a typical feedback response from the participants because of the course's substantive focus and relevancy to component personnel work. The seminar integrated the Agency's formal management budget process, as addressed by a guest speaker from the Office of the Comptroller, with the Agency's regulatory system, and other OP automated information support systems. The goal of the course is to provide basic planning skills which will improve the effectiveness of the Personnel Officer as a member of the component management planning team. [redacted]

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[redacted]
fz Robert W. Magee ✓

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11 March 1986

MEMORANDUM FOR: Executive Officer, Office of Personnel

FROM:

Deputy Director for Employment

SUBJECT: Weekly Report

* 1. A survey asking each employee hired during FY-85 to identify the factors which caused him/her to become aware of the Agency as a potential employer has been completed. Fifty-two percent of the target group of responded to the questionnaire which offered eleven possible answers, e.g., advertising, referral, recruiter contact, etc., and asked each respondent to classify himself/herself under one of six occupational categories. Because respondents were permitted to select more than one factor, if appropriate, percentages yielded by the survey exceed 100% in certain categories below.

The results of the survey show that among all respondents the three leading factors prompting interest in CIA employment were: advertising, 37%; referrals by friend/family members, 29%; and, referrals by current or former employees, 22%. By occupational category the results were somewhat different:

<u>Occupation & Three Leading Factors</u>	<u>Percentage Among the Occupation</u>
Career Trainee	
Advertising	43%
Recruiter Contact	25%
Referral by Friend/Family	17%
Administrative/Support	
Advertising	48%
Referral by Friend/Family	35%
Referral by Current or Former Employee	24%
Analyst/Intelligence	
Advertising	31%
Recruiter Contact	25%
Self-referral	20%
Clerical/Secretarial	
Advertising	41%
Referral by Friend/Family	39%
Referral by Current or Former Employee	24%

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<u>Occupation & Three Leading Factors</u>	<u>Percentage Among the Occupation</u>
EE/Scientific/Technical	
Referral by Current or Former Employee	29%
Advertising	26%
Referral by Friend/Family	22%
Other	
Referral by Friend/Family	38%
Advertising	37%
Referral by Current or Former Employee	24%

The least productive sources of applicants as shown by the survey were referrals by college professors and conventions/job fairs.

* 2. The Agency has provided copy for three advertisements directed specifically at the legal, teaching and military professions. The ads are designed to reach potential candidates for the Operations Reserve Program; but, hopefully, there will be considerable fall-out for the Career Training Program as well. The ads are well-written and will begin appearing this month in newspapers and later in professional journals as early as publishing deadlines permit. STAT

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5. A Career Trainee Division program officer participated in a placement conference in Birmingham, Alabama, sponsored by Birmingham-Southern College, Samford University, and the University of Montevallo. A presentation on career opportunities was given and a full schedule of applicant interviews held. The program officer was also interviewed by the Birmingham press, resulting in favorable television and press coverage of the visit.

6. A Career Trainee annuitant recruiter conducted information sessions and interviews at Grinnell College, Grinnell, Ohio, and Des Moines University, Des Moines, Iowa. There was a small demonstration at Grinnell which attracted radio coverage, but the visit went smoothly; and the overall response at both schools was excellent.

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7. It was recently reported that the EAA store has sold over five tons of Russell Stover candy. Division I/Employment was the recipient of a portion of this formidable total in the form of a five-pound box sent as an expression of appreciation from the DI recruiters for all the effort put forth in tracking down their applicant cases. How sweet it is (was)!

8. The Washington Clerical Office conducted a hotel presentation at Fredricksburg, VA, on 4 March. A total of applicants were briefed and tested, with qualifying on the Short Employment Test. STAT
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9. Chief, Division IV, along with representatives from Security and Logistics visited two sites for the temporary relocation of Division IV in June while GSA removes asbestos from the ceilings in the second floor of Ames Building. One site, at the Chamber of Commerce Building, proved inadequate because of its limited space. The other site at 17th & H Streets, Washington, D.C., was large enough but does not provide adequate security or parking. Discussions on how these problems can be satisfied at this site are ongoing.

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ADMINISTRATIVE - INTERNAL USE ONLY

11 March 1986

MEMORANDUM FOR: Executive Officer
Office of Personnel

FROM:
Deputy Director of Personnel
for Policy, Analysis, & Evaluation

SUBJECT: Weekly Report of Activities

2. The Office of Personnel is projecting a 1 August 1986 implementation date for the recently-approved Agency experimental pay and job evaluation plan for secretaries. In preparation for meeting this implementation deadline, the Deputy Director for Policy, Analysis, and Evaluation briefed members of the Executive Director's Secretarial Task Force, Directorate Senior Personnel Officers, and members of the Executive Director's Secretarial Board on the schedule of events to be accomplished prior to implementation. Directorates are now charged with reviewing draft criteria for conversion of both people and positions this week so that their comments can be reviewed and final conversion criteria approved by the ExCom on 24 March 1986.

3. The Senate Select Committee on Intelligence (SSCI) requested information concerning annuitants currently working for industrial firms with which the Agency has contractual agreements. In order to collect this data, a special computer program had to be developed by OP to check its human resource data base against an Office of Logistics database containing contractor information. This new program enabled us to identify and provide data on 253 annuitants who met the SSCI criteria.

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SUBJECT: Weekly Report of Activities

4. With the lowering of interest rates on fixed-rate mortgages, the Office of Personnel has experienced a three-fold increase in the number of employment and salary verification requests received from mortgage lenders. For the second consecutive week, more than 100 such requests were received and processed. []

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5. As part of our continuing effort to improve our automated data base on overseas service, the Office of Training and Education has agreed to include segments in three Finance Officer training courses to instruct Finance Careerists in their responsibility for reporting Agency employee's overseas tours of duty to the Office of Personnel. []

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6. Significant Meetings and Briefings:

The introductory running of an Office of Personnel training seminar for personnel officers entitled, "Managerial Planning - Tools for the Personnel Profession," was conducted on 4 and 5 March 1986. "Bravo" was a typical feedback response from the participants because of the course's substantive focus and relevancy to component personnel work. The seminar integrated the Agency's formal management budget process, as addressed by guest speaker [] from the Office of the Comptroller, with the Agency's regulatory system, automated information systems support, and the Career Service Grade Authorization Report (CSGA). The goal of the course is to provide basic planning skills which will improve the effectiveness of the personnel officer as a member of the component management planning team. []

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As the first step in preparation for the PMCD survey of the Office of African and Latin American Analysis (audits scheduled to begin the second week in April), members of the DI Branch briefed the Office Director and members of his staff regarding the survey process. The briefing provided information regarding the position classification program, the writing and use of position descriptions, desk audits, the evaluation phase, feedback sessions, and the final implementation of findings. The Office Director has been involved in other surveys and was very positive in his comments and support of the work done in PMCD. Questions were answered, and at the conclusion of the briefing, the Office Director and the members of the PMCD team felt that the survey was off to a good start. []

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Chief, Transactions and Records Branch (TRB) participated in a workshop for selection officers and processing assistants in Employment Division, the first of several sessions being scheduled by the Policy and Review Staff. The briefing provided an overview of some of our data base management problems and ways to improve efficiency. Employment and TRB must work closely together immediately following an employees' EOD. Because of payroll deadlines, TRB must quickly input EOD information into PERSIGN and, therefore, relies on Employment for complete, accurate, and timely information. []

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11 MAR 1986

MEMORANDUM FOR: Director of Personnel

FROM: Deputy Director of Personnel for Employee
Benefits and Services

SUBJECT: Weekly Report

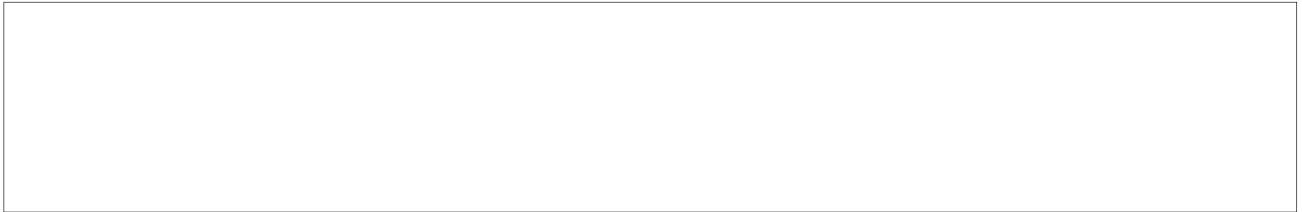
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S E C R E T

SUBJECT: Weekly Report

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3. In response to a request from the Senate Select Committee on Intelligence (SSCI), Employee Services Division prepared statistics on the number of Agency annuitants rehired as contract employees and independent contractors for fiscal year 1981 through February 1986. The figures show a fairly consistent number of contract employees (ranging from [] to [] and SSTAT increases in the number of Independent Contractors, beginning with [] in 1981 and increasing to [] through February 1986. SSTAT doubt such programs as the Office of Security's Construction and Technical Monitors (in support of the New Building construction) and Clearance Support Specialists have had an impact on these figures. []

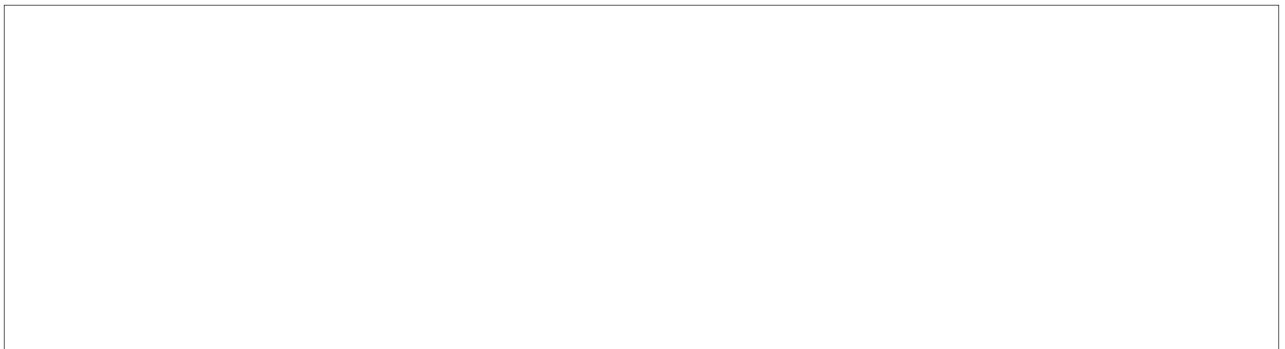
25X1

4. The recent addition of an extended dependent health insurance plan for children of Agency employees enrolled in the Association Benefit Plan (ABP) has been well received. Currently 54 children have been enrolled and 32 additional applications have been mailed to interested parties. We anticipate this enrollment will be increased further during a special enrollment period between 1 April and 15 May, during which time children who became age 22 between 1 January 1984 and 30 September 1985 may also apply. The original plan provides health insurance coverage to children of policyholders enrolled in the ABP who lose eligibility under the Federal Health Benefits Program upon reaching age 22. []

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5. As part of the preparation for internally administering a retirement system for all Agency employees, a Retirement Division representative visited the National Personnel Records Center (NPRC) in St. Louis, Missouri. The NPRC is primarily responsible for the maintenance and retention of current and former military and federal civilian employee records. Subject was well received at the Center and was provided a tour as well as a briefing of the policy and procedures used by the center. In addition, important contacts within NPRC have been developed to assist us in administering our own retirement program. []

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SUBJECT: Weekly Report

25X1 7. Awards Branch has been orally advised by the Office of
25X1 Personnel Management (OPM) that there are three Agency award
winners for the reactivated Presidential Management Improvement
Awards (PMIA) program. These awards are granted to those federal
employees whose ideas and other achievement beyond job
requirements have resulted in tangible savings of \$250,000 or
more. The winners, all assigned to the National Photographic
Interpretation Center, are [redacted]

[redacted] who conceived, designed and produced a high
intensity tracking light source. PMIA awards will be presented
by Vice President Bush in a ceremony at the OPM auditorium at
1630 hours on 24 March. [redacted]

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25X1 8. The following reflects presentations or meetings attended
by EBS representatives during the past week.

[redacted]

25X1 • On 5 March, C/DRC briefed Division I Employment on the DRC

25X1 [redacted]

25X1 • On 3 March, Chief, Family and Employee Liaison Office met
with [redacted] of OGC on 3 March to discuss FELO's
25X1 programs.

[redacted]

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